

DHS-wide Office Supply Blanket Purchase Agreements (BPAs)



Established BPAs: Ready for Use

Finding efficiencies and operational synergies is fundamental to supporting core missions, even when buying everyday items such as office supplies. Whatever the office supply requirements, acquiring these products is now **quicker and more cost-effective** for all Component agencies and offices. In partnership with the General Services Administration (GSA), the Department of Homeland Security (DHS) has established Blanket Purchase Agreements (BPAs) as a multiple-award under the GSA Federal Supply Schedule 75, with four vendors – two vendors providing a full catalog of supplies, one vendor providing ink and toner products, and one vendor providing paper products. Full catalog vendors encompass the entire inventory of office supplies to include:

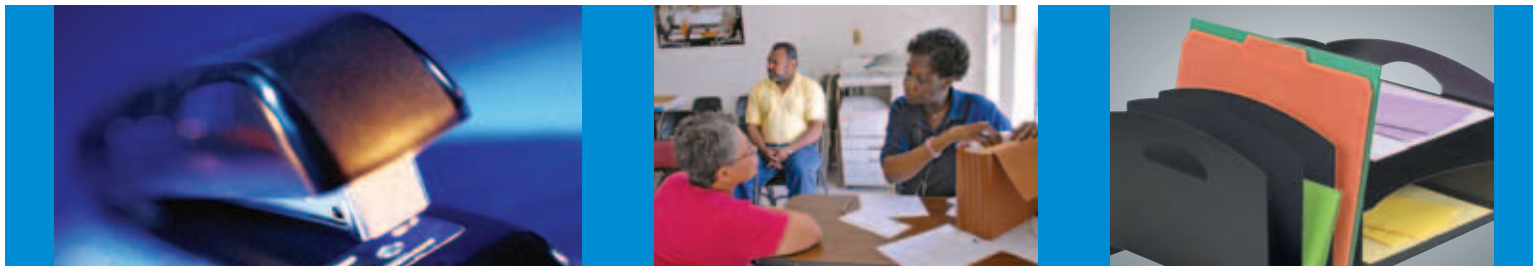
- **Paper – copy, printer and fax;**
- **Ink/toner;**
- **Pens, pencils and markers;**
- **Binders;**
- **Tape;**
- **Envelopes;**
- **Shredders;**
- **Computer media (including diskettes, disk cartridges and packs, optical disks, and CDs);**

- **Anti-glare/anti-radiation screens (VDT);**
- **Ergonomic products (including wrist and foot rests);**
- **Cleaning equipment and supplies (such as head cleaners, disk drive cleaners, monitor cleaners, toner wipes, mini-vacuums and more);**
- **Physical storage, as well as security, protective and related ADP supplies; and**
- **Much, much more!!**

Benefits of Using the Office Supply BPAs:

There are numerous benefits to using DHS BPAs for both simple and complex office supply requirements, including:

- 3 – 30% discount off of the GSA Schedule with latitude for further price reductions on bulk orders;
- Orders can be placed through: (1) *DHS Advantage!*; (2) DOD EMALL; and (3) orders directly with the vendors;
- Guaranteed AbilityOne (JWOD) and Trade Agreements Act (TAA) compliant products;
- Leading industry vendors with substantial DHS experience; and
- Free On Board (FOB) delivery guaranteed within three days.



Ordering Office Supplies off of the DHS BPAs is quick and cost-effective. In accordance with the Federal Regulations (FAR) 8.405-3:

- **Orders at or below the micro-purchase threshold:**

Government Purchase Card (GPC) holders may place orders at, or below, the micro-purchase threshold with any BPA holder via the ordering medium of their choice: (1) DHS *Advantage!*; (2) DOD EMALL; and (3) orders directly with the vendors (including in-store purchases, where applicable).

- **For orders above the micro-purchase threshold:**

Reference the detailed ordering procedure available in the DHS Office Supply BPAs Ordering Guide located on the DHS enterprise-wide contract portal, which is accessible via the main DHS online landing page or through DHS *Advantage!*.

For more information, contact the DHS Contracting Officer's Technical Representative (COTR), Deborah Ford, at deborah.ford@dhs.gov or (202) 447-5260 or contact the GSA representatives:

Hassan Harris

Contract Specialist
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hassan.harris@gsa.gov or (212) 264-4784

Jeffrey Lau

Contract Specialist
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Available BPA Vendors

Vendor contact information is provided below should you have any questions or wish to contact the vendors regarding their capabilities.

Office Depot (*Full catalog*)

BPA No.: GS-23F-A0016

Web: www.officedepot.com/bsd

Vendor Rep: Bob Embrey

Phone: (410) 381-1493, ext. 3060

George W. Allen (*Full catalog*)

BPA No.: GS-23F-A0017

Web: <http://www.gwaco.com/dhs>

Vendor Rep: Mike Tucker

Phone: (301) 614-8740

Corporate Express (*Ink and toner*)

BPA No.: GS-23F-A0018

Web: www.ce4dhs.com

Vendor Rep: Amanda Locklear

Phone: (703) 480-2986

ABM Federal Sales (*Paper*)

BPA No.: GS-23F-A0019

Web: www.abmfederal.com

Vendor Rep: Kathy Madden

Phone: (877) 826-5114